

Appendix B

Sample Unit Movement Operations SOP

This appendix provides ideas, data, and a template for the development of a unit movement SOP, and is not intended to be all inclusive, rather it intends to identify those things that a unit must consider and plan for when preparing for deployment. Use only those items that apply.

STANDING OPERATING PROCEDURES Unit Movement Operations

Unit

1. APPLICATION. Identify operations that are applicable to this SOP.
2. PURPOSE: Define the purpose of this SOP, and how it will be used to support movement operations within the unit.
3. REFERENCES. Identify any FMs, TMs and any higher headquarters SOPs that may be applicable to developing your unit's SOP.
4. RESPONSIBILITY FOR PREPARATION, CHANGES, REVISIONS. Identify the section or individual responsible for preparation of this SOP, and to whom recommended changes or revisions should be routed through.
5. EFFECTIVE DATE:
6. MOTOR MOVEMENT.
 - a. Vehicles. Preparation for movement.
 - b. Motor marches.
 - (1) Strip maps.
 - (2) Route reconnaissance.
 - (3) Messing and refueling.
 - (4) Night marches.
 - (5) Makeup of march units and serials.
 - (6) Vehicle gap.
 - (7) Speed and rate of march.
 - (a) Column rate of march.
 - (b) Lead vehicle speed.

(c) Permissible catch-up speed.

(d) March unit or serial time length.

(8) Posting traffic guards during halt.

c. Infiltration.

d. Personnel. Conduct during movement.

(1) Passengers.

(2) Drivers.

7. VEHICLE AND EQUIPMENT OPERATIONS.

a. Motor pool.

(1) Dispatch.

(2) Service.

(3) Maintenance.

b. Administrative vehicles. Regulations.

8. RAIL MOVEMENTS.

a. S1 Action. Movement policy.

b. S2 Action.

(1) Reconnaissance report.

(2) Security.

c. S3 Action.

(1) Troop list.

(2) Rail Guards

(3) Transportation movement teams.

d. S4 Action/UMO

(1) Transportation request.

(2) Troop and guard mess.

- (3) Blocking and dunnage.
- (4) Shipping documents.
- (5) Rolling stock.
- (6) Loading schedules and area.
- (7) Load Teams.

9. AIR MOVEMENT.

- a. S1 Action.
- b. S2 Action.
- c. S3 Action.
 - (1) Aircraft required.
 - (2) Drivers.
 - (3) Loading schedule and areas
 - (4) Air-transportability technique.
- d. S4/UMO Action.
 - (1) Transportation request.
 - (2) Availability of tie-down devices or material.
 - (3) Equipment weight data for loading computation.
 - (4) Shipping documents.
 - (5) Vehicles required to load and unload aircraft.
 - (6) Load Plans.
 - (7) Passenger Manifests.
 - (8) Cargo Manifests.
 - (9) Loading Teams.
 - (10) Marshaling Area Actions.
 - (11) Alert Holding Area Actions.
 - (12) Loading Ramp Area Actions.

(13) Actions at the APOD.

10. WATER MOVEMENT.

a. S1 Action. Movement policy.

b. S2 Action.

(1) Reconnaissance report.

(2) Security.

c. S3 Action.

(1) Troop list.

(2) Loading plan.

(3) Supercargoes.

d. S4/UMO Action.

(1) Transportation request.

(2) Troop mess.

(3) Shipping documents.

(4) Vessels required.

(5) Loading schedule and area.

(6) Passenger Manifests.

(7) Cargo Manifests.

(8) Marshaling Area Actions.

(9) Staging Area Actions.

(10) Actions at the SPOD.